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## Welcome!!!

As we all embark on a new academic year, my colleagues in the Department of Human Resources are looking forward to assisting all of you with your Human Resources needs. This newsletter is one of our new offerings to educate our constituents across campus.

We are also excited about upcoming projects presently being worked on, for example: a new eLearning Management System; a new web-based performance evaluating system, rewrite of most, if not all, of our HR policies; and, a new web-based orien-

tation process. We are excited about the endless opportunities we will be able to introduce in the near future.

We value your opinions and suggestions.

**We can't spell success  
without U!**

Go Eagles!

Paul Michaud



## Your HR Administrative Team

**Paul Michaud**  
*Chief Human Resources  
Officer*  
478-5171

**Vicki Hodges**  
*Benefits*  
478-0854

**Fern Illidge**  
*Compensation & Classification*  
478-5374

**Demetrius Bynes**  
*Employment*  
478-5713

**Ale Kennedy**  
*Organization, Development and Learning*  
478-1687

**Karen Iler**  
*Records & Compliance*  
478-5529

**Paul Michaud or  
Ale Kennedy**  
*Employee Relations*

2142 Southern Drive,  
Sweetheart Circle  
Statesboro, Georgia 30460

<http://jobs.georgiasouthern.edu/>

For detailed responsibilities of  
your HR Team, please view the  
following link:

[http://jobs.georgiasouthern.edu/  
directory.htm](http://jobs.georgiasouthern.edu/directory.htm)



### ***The Supervisor's Toolkit***

The Toolkit provides managers and supervisors easy and quick access to resources needed to manage effectively in the workplace.

To view the toolkit go to:  
<http://jobs.georgiasouthern.edu/toolkit>

## **Welcome to Human Resources!**

Please join us in welcoming Rieshawn (Shawn) Williams as our new Personnel Assistant II and newest member of Human Resources! Shawn will be providing support in the areas of staff employment and student employment. He is a recent graduate of Georgia Southern's College of Business Administration with a Bachelor of Business Administration Degree with an emphasis in Human Resources Management.



## **The Supervisor's Edge**

In order to continue to educate all Georgia Southern supervisors, The Department of Human Resources has developed the Supervisor's Edge workshop series. The Supervisor's Edge will consist of workshops that focus on Compliance, Procedures, Policies, and other topics that give supervisors the Edge to super-vise and manage both their employees and department at Georgia Southern. These high-level sessions will be held once or twice a month throughout the year based on presenter availability. Presenters will vary based on the work

-shop topic. Managers and supervisors are encouraged to attend all of the workshops offered in the Supervisor's Edge workshop series. However, participants can register for individual sessions. At the completion of the program, participants will receive a certificate highlighting the workshops they have attended.

To register for Supervisor's Edge workshops visit the University Training website at <https://training.georgiasouthern.edu/courses/default.aspx> The workshops will be titled *Supervisor's Edge: (workshop title)*.

### **Upcoming Supervisor's Edge Workshops:**

**September 29 – Sexual Harassment**

**October 5 – Employment Procedures**

**TBD – New Georgia Southern Policies and Procedures**

*This program will not replace the current Management Training Series.*

Contributed by Ale Kennedy

# To Interview or Not To Interview

The outcome of a successful interview process is the selection of a qualified candidate who is the best fit for your department. In order to achieve this result, managers must clearly outline and follow an interview process which is consistent, fair, and valid. The Department of Human Resources recommends the following steps for hiring managers:

- Ensure the entire interview process has been outlined and explained to any individual involved in the hiring process.
- Evaluate the application information (i.e. application, cover letter, and resume) of each applicant who has applied for your position.
- Select at least three applicants to invite to campus for interviews.
- Interview each applicant using the standardized interviewing method. Standardized interviewing ensures that each interview applicant is asked identical questions to ensure a level playing field when evaluating applicants.
- Verify the professional references provided by the interviewed applications (note this step can be completed before or after the interviews).
- Review the documentation from the interview process with all involved parties and rank the candidates.

Selecting a new employee is similar to a marriage. The process can seem rather simple but there are long-term effects when the wrong person is selected. Hiring competent and capable employees can reap results in the workplace such as increased productivity and exceptional customer service. Choosing a “bad apple” can lead to low productivity and morale for your department. Committing to utilizing a consistent and fair interview process will ensure that your department chooses successful candidates. If you have any questions about interviewing, please contact Demetrius Bynes at 478-5713 or [dbynes@georgiasouthern.edu](mailto:dbynes@georgiasouthern.edu).

Contributed by Demetrius Bynes

## Compensation Basics

### Classifications & Reclassifications: the process

#### Step One: Completing the Position Summary Review (PSR) form

This form is the first and most important step in the (re)classification process. When filled out completely and thoroughly, a fair and equitable decision can be made regarding the classification and pay grade of a requested position. This form must be filled out electronically, signed electronically, and submitted electronically to the Office of Compensation & Classification. No paper requests will be accepted. Please save a copy to your hard drive and email the attachment to [fernillidge@georgiasouthern.edu](mailto:fernillidge@georgiasouthern.edu). As much information regarding your intent for a position should be given; existing position information and descriptions may be found in People Admin. There will be a tutorial on the Human Resources webpage on how to properly complete the Position Summary Review form.

#### Step Two: Approving the Recommendation

Once the form has been submitted, the Manager of Compensation & Classification, Fern Illidge, will review and then submit her approval and/or recommendation electronically to the requestor. Once the recommendation has been reviewed, the requestor should send approval of the recommendation via email. After the final recommendations are complete, the information will be submitted to Employment for modification or creation in People Admin.

#### Step Three: The People Admin Process

Demetrius Bynes will either modify the existing reclassified position, or build the newly classified position into People Admin. He will notify Fern Illidge when this process has been completed.



Fern will notify the requestor of the completion of the

position so that the requestor can log in to begin the People Admin process of approval. Once the Budget Office has approved the position, then it will either be advertised or notification sent for a paper PO to be submitted.

This is a process that will take some time for thorough research and response. Please allow adequate time for Human Resources to properly classify the requested position, and for the position to be modified / created in People Admin. Reclassifications will be effective the first of the month following the receipt of the request. Classifications of new positions will be handled on a case-by-case basis.

Contact Fern Illidge at 478-5374 or [fernillidge@georgiasouthern.edu](mailto:fernillidge@georgiasouthern.edu).

Contributed by Fern Illidge

## ADP Benefits Tip

The ADP Benefits Portal has a place for everyone to name their beneficiaries for Basic Life, Supplemental life and Accidental Death Insurance.

In the past, the beneficiary information was on a form in your benefits file. We are now asking that everyone update their beneficiary information on the ADP Benefits Portal. Beneficiary information can be added and changed at any time.



To ADD or UPDATE a beneficiary in the ADP System:

1. Log onto ADP at <https://portal.adp.com/public/index.htm>
2. Click **Benefits** button
3. Click **My Benefits**
4. Click **Continue** button on the right side of the page
5. Click on **Update Beneficiary Information**
6. Type in you beneficiary information
7. Select update or add at the bottom of screen
8. Click continue to next screen.
9. Beneficiary Designations screen will appear, and you will select the percentage of each beneficiary, then you will need to select the Designation.
10. Click on Continue
11. Click Submit; I agree; continue.

If you review your ADP Benefits Summary, it will now show that you have a named beneficiary for these insurance plans. If we do not have "on-line" information on your beneficiaries, then we would use your paper form to process any claims.

Contributed by Vicki Hodges

## Benefits Fair October 28, 2010



### New HR Forms Webpage

All Human Resources forms can now be located in one central location. Please visit the HR Forms page at:

<http://jobs.georgiasouthern.edu/forms.htm>

The Department of Human Resources will be hosting the annual Benefits Fair on **Thursday, October 28, 2010.**

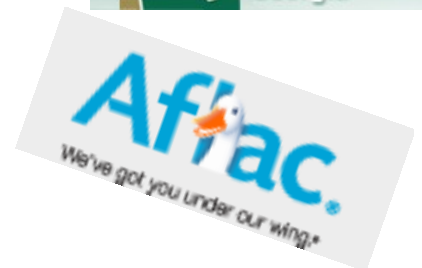
This drop-in event will be held from 10:00 am to 2:00 pm in the Nessmith-Lane Continuing Education Building.

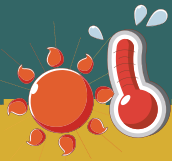
Many of our benefit vendors will be at the Fair, along with several campus departments and many of our Eagle Perks vendors. There will be door prizes and giveaways!

Please mark this date on your calendar. More information will be sent out at a later date.

If you have questions, please contact Samantha Melton at 478-1538.

Contributed by Samantha Melton





# DOAS Loss Control Tip



## Safety Issues while Working Outdoors

There are several factors to consider when working outdoors during the Georgia summers, such as heat stress, biological hazards, skin protection and visibility when working near roadways. Hot conditions put your body under a lot of stress; physical activity stresses the body even more. When heat is combined with physical activity, loss of fluids, fatigue, and other conditions can lead to a number of heat-related illnesses and injuries. Death is even possible. Heat stress is commonly associated with warm weather. Be alert for conditions which could cause heat stress and take precautions. Adjusting to these factors and/or controlling them reduce the chance of heat stress.

Your body can adjust to working in a warm environment through a process known as "acclimatization." Keep in mind, though, even if you're already acclimatized, conditions can change which stress your body even more. Bright sunshine, high humidity, and sources of heat in the workplace can affect your body's ability to cool itself. If conditions change, make sure you re-acclimate yourself to the new conditions.

Common-sense precautions, such as dressing properly for the job, include:

- wearing lightweight clothing which allows moisture to evaporate quickly.
- using extra caution if you are required to wear clothing on the job which limits evaporation- you could succumb to heat stress much more quickly.

There are a number of types of heat stress injuries. Some are annoying but not very serious. Others can quickly lead to life-threatening situations. Knowing what to look out for is important. This is especially true because the more serious heat stress conditions cause the victim to become disoriented and unaware of their condition. People who are overweight, physically unfit, suffer from heart conditions, drink too much alcohol or are not acclimated to the temperature are at greater risk of heat stress and should seek and follow medical advice. The major heat stress injuries and illnesses are: **Heat Rash, Heat Cramps, Heat Syncope, Heat Exhaustion, and Heat Stroke.**



# New Policies Overview

*Seven policies were approved by the President's Cabinet on July 15. Some of the policies are new, while others were simply revised. Further communication and training will follow on the specific policies. Below you will find a high level description of the changes or purposes of these policies.*

## Overtime and Compensatory Time

The Act: Fair Labor Standards Act

### Changes to GSU policy:

- Total rewrite of old policy.
- Per USG requirements, policy includes new maximum accrual of 60 hours of compensatory time.
- Policy includes new ADP payout of compensatory time after 20 weeks in eTime.
- Policy includes approval process before employee works overtime.



## Reasonable Accommodation in Employment Policy

The Act: Americans with Disabilities Act

### Changes to GSU policy:

- Present policy was geared towards public accommodation to facilities, events and activities on campus, as well as accommodation for applicants. Little is mentioned regarding the procedures for a faculty or staff member requesting an accommodation to perform the essential duties of their position with an accommodation.
- Policy defines who is a qualified individual with a disability and the definition of a disability.
- Policy defines essential functions of a position.
- Policy defines what constitutes a reasonable accommodation and an undue hardship.
- Policy includes the creation of an ADA committee to review requests from employees.
- The new policy conforms to USG policy and procedures. The new policy now includes the process and procedure for requesting a reasonable accommodation as well as the procedure for appealing a decision for an accommodation.
- Appropriate forms have been created for the incumbent to request an accommodation. An attending physician's statement of functional capacity has also been developed.

## Appeals Policy

### Changes:

- New policy conforms to Board policy; policy title has been changed to mirror Board's policy.
- The term "grievance" has been removed since most inquiries are actual complaints.
- The new policy defines the three appealable sanctions: demotion, suspension and termination.
- A list of non-appealable actions has been included.
- In order to expedite the process, procedures have been totally rewritten to simplify and reduce the time period from thirty (30) to fifteen (15) days for the appeal process.
- A Board of Review, made up of twelve (12) representatives from all the divisions of the university, will be created and trained appropriately to hear 1<sup>st</sup> level appeals.
- New information has been included to describe the hearing process.
- A new Employee Appeal Form has been created for employees wishing to appeal a sanction.

## Family Medical Leave Policy

The Act: Family Medical Leave Act of 1993

### Changes to GSU policy:

- New policy and procedures conform to Board policy
- Total rewrite of old policy.
- Policy includes supervisory responsibilities under FML to include placing an employee under FML after three (3) or more days of being absent for a qualified, serious illness.
- Policy now includes recent changes regarding FML during an employee's military leave of absence.
- Policy includes HIPPA regulations regarding medical information submissions from a qualified physician when a person is using FML.
- Policy includes conditions in which an employee may be granted more than 12 weeks of FML.
- The following forms are now available:
  1. Employee Request for FML
  2. FML Designation Form by Department
  3. Health Care Provider Certification for employee
  4. Health Care Provider Certification for family member
  5. Tenure Track FML Extension Form
  6. HR's Response to Employee FML Request
  7. Intent to Return to Work Form
  8. Medical Evaluation from Employee to Return to Work
  9. Military FML Request Form

## Return-to-Work Program Policy

### Purpose:

- This program would provide opportunities for an employee covered by workers' compensation insurance who sustains a compensable injury or illness during the course of employment, to return to work at full duty or to a temporary assignment in which the employee's regular position is modified to accommodate the employee's physical capacities, or to perform a transitional assignment with alternate duties.
- Assignment of an employee to a transitional position or modified regular position, including determination of the pay rate for the transitional position, requires review and approval by HR. In the case of a faculty member, the HR department will work with the Provost to determine appropriate transitional work and compensation.
- An employee who returns to work in a special assignment may be assigned to another work site within the university, depending upon the availability of vacant positions or the limitations or abilities of the employee.
- The employee's salary in the transitional assignment shall be paid by the employee's primary department and the maximum duration is six months.



## Amorous Relationships Policy

### Purpose:

Sets forth the official policy pertaining to consensual amorous or romantic relationships between members of the Georgia Southern community as per USG policy.

- Amorous relationships that might be appropriate in other circumstances can be inappropriate when they occur between a faculty member, staff mem-

ber, officer or supervisor of Georgia Southern, and any student or subordinate employee whom he or she has a professional responsibility.

- Appropriate discretion and judgment with regard to personal interactions must be exercised.
- Amorous relationships that are mutual and con-

sensual may be viewed by others as exploitative and may thus adversely affect the educational or work environments.

- Such relationships can create general conflicts of interest and the fear from fellow students or co-workers of unfair treatment in terms of grades, work assignments, promotions, etc.



## Learning Opportunities Policy

### Purpose:

The purpose of this new policy is to create a learning culture in which all employees are encouraged to develop their professional skills and enhance their performance, both in their current position and for possible future University career opportunities. In the past we have had complaints from employees that supervisors will not allow their employees to participate in training programs and/or they have not been consistent in who attends programs in their department.

### New Guidelines:

- All staff employees are **encouraged** to participate in a minimum of twenty (20) hours of professional development per evaluation year. Some activities may be mandatory by agreement or university policy.
- All staff employees are expected to have a "learning goal" established in their annual performance evaluation discussion with their immediate supervisor.
- Professional development can take the form of attendance at in-house learning programs provided by the Department of Human Resources, participation in external workshops and conferences, other department-specific learning opportunities, or on-line workshops/classes.

*If you have questions regarding any of these policies, please contact The Department of Human Resources at 478-5468.*



## Shared Leave Policy (Medical Leave Assistance Program)

**\*This policy is not effective until January 1, 2011 due to enrollment in the new Medical Assistance Leave Program.**

### Changes:

- Completely revised policy which requires a person to be a plan member who initially contributes sixteen (16) hours to join the plan, and subsequently each year must donate a minimum of eight (8) hours to remain in the plan. Only plan members can request leave time from the program. Only plan members can donate leave to the plan.
- Stronger language has been added to better define a serious health condition to be more life-threatening or emergency medical condition.
- Included is the option to donate person-to-person.
- Physician's certification would be required with application.



## Exempt Leave Reporting Guidelines

### Purpose:

Exempt employees will now report / record leave hours taken only if greater than three (3) hours in a day. Example: If an exempt employee was out for four (4) hours in one day, he/she would record all four (4) hours in eTime as sick or annual leave; thus anything <3 would not be reported.

Since Georgia Southern has a bona fide leave plan and employees accumulate leave on a monthly basis, the University has the right to require exempt employees to report hours not worked as either sick or annual leave.

### TAP Application Deadlines

The following University System of Georgia TAP application deadlines will apply to all UGS institutions.

***Spring Semester—November 15***

***Summer Semester—April 15***

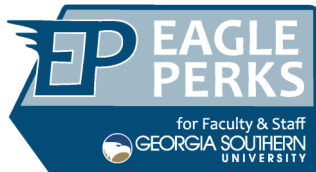
Please turn in your TAP application to the Department of Human Resources, Benefits Office.

## Eagle Perks

The GSU Employee Perks Program (EPP) has a new nameplate!

Look for an Eagle Perks decal at participating area businesses. Remember to have your GSU Eagle ID with you, as many vendors may require it to receive the perk/discount.

The Eagle Perks vendor listing is updated often and can be found at: <http://jobs.georgiasouthern.edu/pdf/Perks.pdf>.



**Who: Faculty and Staff**

**What: True Blue Pride**

**When: Every Friday!**

**Where: GSU Campus**

Be a part of the Eagle Nation Tradition. Show your pride in GSU by wearing blue on Fridays.

We are working towards getting GSU faculty and staff more involved in the True Blue campaign. Be on the look out for upcoming contests and promotions.

# September 2010

View the most current training calendar at: <https://training.georgiasouthern.edu/courses/default.aspx>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Generational Diversity 1:30-3:30p	3	4
5	6	7	8 Winning Attitude 9:30-11:30a	9	10	11
12	13	14	15 Assertive Communication 8:30-11a	16 Dealing w/ Difficult People 9-11:30a	17	18
19	20	21	22	23 Customer Service 1:30-4:00p	24	25
26	27 Business Writing Fundamentals 9-11:30a	28	29 Supervisor's Edge Sexual Harassment 9:00-10:30a	30	Training Updates	